

CITY OF IDAHO FALLS DIVISION OF PLANNING & BUILDING

New Commercial Permit Submission Requirements, All items listed may not be applicable.

Two (2) complete sets of the following plans shall be submitted:

1. Site plan detailing the following:
 - a. footprint of the structures
 - b. acreage of property
 - c. property lines and dimensions
 - d. setbacks of structure
 - e. natural and finish grades
 - f. drainage routing (detention, retention ponds, etc.)
 - g. location of fire hydrants and fire lanes
 - h. all parking areas, sidewalks, driveways, and easements
 - i. landscaping plans(check with Planning & Zoning for city requirements on planting locations, etc.)
 - j. location of right-of-ways and detail of the proposed work within
 - k. water and sanitation lines
 - l. storm lines
 - m. utilities
 - n. scale of drawing (ie 1:20, 1:10 etc)
2. Architectural Drawings:
 - a. floor plans-indicate room usage
 - b. building elevations
 - c. building and/or wall sections
 - d. door schedules
 - e. hardware schedules (may be part of specifications in item # 6)
 - f. room finish schedules
 - g. restroom elevations
 - h. partition types
 - i. roof plans and drainage slopes
 - j. stair sections
 - k. shaft sections, when applicable
 - l. rated corridor construction details, when applicable
 - m. fire protection details for structural frame components, when applicable
 - n. glazing types
 - o. occupancy separation wall details, when applicable
 - p. height of structures (check with Planning & Zoning for instructions on calculations.)
3. Structural Drawings:
 - a. foundation drawings
 - b. framing-roof, floor and walls
 - c. structural details
 - d. general notes
 - e. live loads used in design
 - f. retaining walls (greater than 4'-0" in height)
 - g. shop drawings and spec sheets on pre-fabricated structures
 - h. listings of special inspections (when applicable)

4. Mechanical Drawings:
 - a. load calculations for heating and cooling per 1997 *ASHRAE Handbook of Fundamentals*, or approved equivalent calculation procedure
 - b. equipment schedules with equipment sized no greater than necessary to meet loads
 - c. ductwork sized in accord with *ASHRAE Handbook of Fundamentals* or other approved computation procedure. Metallic ducts designed as specified in *SMACNA HVAC Duct Construction Standards Metal and Flexible*.
 - d. calculations and design to meet ventilation requirements of the *International Mechanical Code*, section 402 (natural ventilation) or 403 (mechanical ventilation)
 - e. any design of a duct system that penetrates required fire-resistive construction must be designed and stamped by a licensed engineer, and show all required fire dampers and/or fire-smoke dampers
 - f. if fuel gas is used, gas pipe sizing and layout
 - g. design for any commercial cooking equipment, including Type I or Type II hoods and shafts, if needed
 - h. mechanical room layout
 - i. *Mechanical Design Certificate* based on 2003 *International Energy Conservation Code*. (See www.energycodes.gov for COMcheck-EZ software, select *Mechanical*)
 - j. Commercial cooking suppression systems plans to be submitted in ¼ scale to City of Idaho Falls Fire Marshal's Office for review and approval. Plans to include details of appliances protected by suppression system.
 - k. Contractors working on commercial cooking suppression systems must possess a valid City of Idaho Falls Life License available from Fire Administration offices.
5. Plumbing Drawings:
 - a. roof drainage piping and overflows, if applicable
 - b. piping plans—drain, waste, vent and water supply, showing layout and sizing
 - c. for commercial kitchens or cooking facilities using commercial cooking equipment, design for grease interceptor(s) sized in accord with Appendix H of the *Uniform Plumbing Code*, or approved equivalent design. Submit calculations
 - d. for inside parking or vehicle service areas with drains, show location and size of sediment and oil traps or interceptors
 - e. plumbing fixtures and floor drains
 - f. water heaters or boilers—show locations, capacities and btu ratings if fuel fired, wattages if electric
6. Electrical Drawings:
 - A. lighting plans
 - B. power distribution plans
 - C. one-line service and distribution diagram
 - D. panel schedules
 - E. lighting fixture schedule
 - F. exit lights and exit illumination
 - G. Fire Alarm plans to be a separate plan from other electrical and/or lighting plan. Plan to be submitted in 1/8 scale to City of Idaho Falls Fire Marshal's Office for review and approval.
 - H. Contractors working on commercial fire alarm systems must possess a valid City of Idaho Falls Life License available from fire administration offices.
 - I. smoke detectors
 - J. fire dampers
 - K. equipment schedule
 - L. generators

7. Specifications

- ☐ Codes: 2003 IBC, 2003 UPC, 2003 IFGC, 2003 IMC, 2005 NEC, 2003 IFC
- ☐ Ground Snow Load: 47 lbs/SF
- ☐ Wind Speed 90 mph: 3 sec. gust
- ☐ Seismic Design: D1
- ☐ Frost Line Depth: 30"

8. A valid City of Idaho Falls Contractor's License (Class A or B with insurance bond)

9. Indication of front footage fee payments to be determined by Engineering Department

10. Interior and exterior lighting power allowance budget (based on 2003 International Energy Conservation Code.) See www.energycodes.gov for COMcheck-EZ software, select Electrical.

11. A valid City of Idaho Falls Life Safety License for contractors working on life safety systems is required. This includes fire sprinkler systems, fire alarm systems, commercial cooking suppression systems, and fire extinguishers. Fire Alarm drawings to be separate from electrical and/or lighting plans. Fire Alarm drawings to be submitted in 1/8 scale to City of Idaho Falls Fire Marshal's Office for review and approval. Commercial cooking suppression system plans to be submitted in 1/4 scale to City of Idaho Falls Fire Marshal's Office for review and approval.

12. Minimum of 18"x 24" paper size for all drawings

13. Architect stamps are required for all commercial projects.

14. A valid State of Idaho Building Contractors Registration Number.

15. Contact the City of Idaho Falls Water Dept. Superintendent (208) 612-8471 to determine water meter requirements (if any) and available water system pressure.



Site Plan Preparation

All site plans shall be drawn on a sheet obtained from the City of Idaho Falls Engineering Department or a computer-generated sheet using the template provided by the City of Idaho Falls Engineering Department.

All site plans shall include the following:

- ☐ Printed on a clean, legible, reproducible 24" x 36" sheet. Final drawings **must** be submitted on mylar sheets
- ☐ Street names, north arrow and standard engineering scale, with graphic (1" = 10' to 1" = 200' for plan legibility).
- ☐ Legal description and address of the proposed building site.
- ☐ Existing and proposed street and alley right-of-ways, property lines and utility easements with dimensions, bearings and distances. Include basis of bearing.
- ☐ Name and telephone number of site plan contact person.
- ☐ Existing and proposed public improvements. Show all existing and proposed utilities and services including size. If none required, state on site plan.
- ☐ Site storm water requirements, include calculations. Owner is responsible for containing or disposing of on-site storm water.
- ☐ Storm Water Pollution Prevention Plan (SWPPP) required if disturbance over 1 acre or part of a larger development that has a total disturbance over 1 acre.
- ☐ Distances from building to rights-of-way, easements and lot lines. Label types and sizes of easements.
- ☐ Proposed transformer and electric meter locations.
- ☐ Existing and proposed building dimensions, including building height, building construction type (IBC) and total square footage.
- ☐ All existing utilities shall be located. Call 811 for locate.
- ☐ Garbage dumpster location. Must have 8' x 8' inside diameter per container.
- ☐ Site plan requiring engineering shall be stamped and sealed by a professional engineer licensed in the State of Idaho.
Name of Licensed Idaho Professional Engineer who shall inspect, certify to City Standards, and prepare "As-built" drawings for all Water, Sanitary Sewer and Storm Sewer Main Lines:
☐ _____ License No: _____. Failure to comply with the requirements of Note 12 on the approved site plan may result in withholding of the Certificate of Occupancy.
- ☐ Existing and proposed public and private signs.
- ☐ Landscaping layout with dimensions and materials. Include point of connection to water system for landscape irrigation.
- ☐ Parking area layout with dimensions of parking stalls and drive isles.
- ☐ Existing and proposed access points, including dimensions.
- ☐ Parking area lighting system.
- ☐ All existing or proposed fire hydrant locations within 1000' of development or distance in feet to nearest hydrant, Fire Department Connection (FDC), fire lane location and fire line size.
- ☐ Type of land use to occupy building
- ☐ Gross density for residential plans
- ☐ Final site plans shall be submitted with a digital copy in CAD format on a CD or by e-mail (all reviews and final) Submit e-mails to: preines@idahofallsidaho.gov

Owner or his representative is responsible for verification of all existing utilities, easements, rights-of-way and other features shown on the site plan. The owner shall be responsible to notify other utilities (gas, telephone, television, etc.).

Signature: _____

Date: _____